

1 Steering Academic Instruction for Leaders

CONTRACT MANAGEMENT

and

COLLABORATIVE PARTNERSHIPS

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2 **Overview**

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- Legislative requirements
- Essential components of district/provider agreement
- Timeline
- Collaborative partnerships

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3 **Legislative Requirements**

- School district must notify parents regarding availability of SES
- School district must enter into an agreement with provider chosen by parents
 - SLP
 - Student's progress
 - Termination
 - Payments
 - Confidentiality

4 **Legislative Requirements**

- Providers must provide services to eligible students no later than October 15 upon receipt of student enrollment lists at least 20 days prior to the start date.
- If the contract is signed less than 20 days prior to October 15, the provider shall have no less than 20 days from the date the contract was executed to begin delivering services.

5 **Essential components of district/provider agreement**

- Qualified staff
- Fingerprint/background check
- Insurance
- Transportation
- Accident/incident report
- Child abuse reporting

6 **Essential components of district/provider agreement (cont.)**

- Conflict of interest
- Attendance of students
- Marketing and incentives
- Required documents

- Time schedule for tutoring

7 **Essential components of district/provider agreement (cont.)**

- District access for monitoring, observing tutoring sessions, interviewing providers, and instructors
- Enrollment procedures
- Contract modifications, amendments, termination, severability clause

8 **Essential components of district/provider agreement (cont.)**

- Code of ethics for instructors
- Conduct of provider employees: Education Industry Association's (EIA) Code of Professional Conduct and Business Ethics for SES Providers

9 **Essential components of district/provider agreement (cont.)**

- Inspection and audit with access to records or reports
- Supplies, equipment, and facilities
- Invoices, billing, and payment
- Required technical assistance meetings

10 **Essential components of district/provider agreement (cont.)**

- Prohibition from defaming the district
- Prohibition of lobbying
- Discrimination clause
- Subcontract and assignment
- Compliance with laws
- Dispute resolution

11 **Timeline**

12 **Timeline (cont.)**

13 **Timeline (cont.)**

14 **Timeline (cont.)**

15 **Timeline (cont.)**

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18 **In the Beginning... Hoist the Sails**

- **Welcome letter**
- **Summer meeting**
- **Comprehensive contract**
- **Ensure good communication**
- **Share District expectations**

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How You Can Help Providers

- Process invoices promptly
- Work through problems
- Learn from last year

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Coming into Port...

- Second enrollment
- Deadlines for paperwork

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Best Practices

- Positive attitude
- Good communication
- Fair practices
- Monitor for fidelity

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Resources

<http://www.firn.edu/doe/flbpso/>

- Technical Assistance Paper (TAP) Related to the Written Contractual Agreement Between School Districts and State-Approved Supplemental Educational Services Providers (DBS Memo 2006-107, July 25th, 2006)
 - Memorandum
 - Technical Assistance Paper (TAP)
 - Examples of Contracts

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Questions and Answers



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